



Classification: Energy Commission Specialist II (TED) - LT	Position No. 5600-4185-008
CBID: R10	Office: Energy Generation Research Office
Date Prepared: November, 2014	Division: Energy Research and Development
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the supervision of the Energy Commission Supervisor II (TED), the Energy Commission Specialist II (TED) serves as part of the Energy Generation Research Office to implement and administer energy research, development and demonstration (RD&D) efforts related to renewable and advanced generation technologies, with a focus on bioenergy conversion technologies. The incumbent also conducts highly complex technical analyses; coordinates with the RD&D functions of other public and private organizations related to renewable generation technologies; and assists in the development of renewable generation energy policy. The incumbent helps plan, organize, implement, and report on the Energy Commission functions relating to renewable generation RD&D. The goal of the Energy Research and Development Division (ERDD) is to conduct RD&D to advance science and technologies not adequately provided by the regulated and competitive markets.

WORKING CONDITIONS

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking. Travel may be required to participate in workshops, hearings, and outdoor project site visits that may consume 1% to 5% of the time. Additional hours beyond an eight-hour workday or forty-hour workweek may be required.

DUTIES AND RESPONSIBILITIES

While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, utilizing a personal computer and appropriate Energy Commission software such as word processing, analytical software, electronic mail and the Internet; participate in and lead meetings with other staff and with other agencies. The incumbent will:

- 50% Serve as lead technical specialist and prime resource for RD&D issues related to renewable and advanced generation technologies, with a focus on bioenergy conversion technologies, including providing expert guidance and direction for highly complex technical issues and performing the most difficult analytical assessments and evaluations. Develop and manage the most complex and difficult Renewables RD&D projects and initiatives. Actively provide coordination between the Energy Commission and other state and federal programs. Coordinate with technical staff at state and local governments, the California Public Utilities Commission, federal agencies, national laboratories, academic institutions, and private organizations. Work with stakeholders and synthesize complex information from many sources regarding the direction for Renewable technology RD&D. Take a lead role in Renewables RD&D planning; implement task forces, technical working groups and advisory committees; guide the development of legislation and regulations as needed; and assist in the formulation of policy options and program initiatives for consideration by the Renewables and



Advanced Generation Team Lead, ERDD management, Executive Office, Energy Commissioners, and the Legislature. (E)

- 25% Implement solicitations and collaborative strategies to meet the program objectives and goals, and provide recommendations to the Renewables and Advanced Generation Team Lead and Office Manager, and the Energy Research and Development Deputy Director, Executive Office and Energy Commissioners. (E)
- 20% Prepare and make presentations at workshops and conferences, prepare complicated analytical reports on technical results from renewable technology projects and initiatives for policy recommendations and provide expert testimony at hearings and proceedings sponsored by the Legislature, Energy Commission, and other state and federal agencies related to RD&D in renewable generation technologies. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="display: flex; justify-content: space-between;"> <div>Incumbent</div> <div>Date</div> </div> <div>Energy Commission Specialist II (TED) - LT</div>	<div style="display: flex; justify-content: space-between;"> <div>Aleecia Gutierrez</div> <div>Date</div> </div> <div>Energy Resources Specialist III (Managerial)</div>